
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

**For more information about the Department of Corrections visit:
<http://corrections.ky.gov>. To inquire information on job postings contact:
DOC.Recruit@ky.gov or (502) 564- 4636.**

June 2, 2017

**ADMINISTRATIVE SECRETARY—(Oldham County—Roederer Correctional Complex)—
Grade 10—(\$2139.80 - \$2834.88) MIN REQ:** High school graduate. Must have 4 years of office support experience. Additional education will sub for the required experience on a year-for-year basis. Office support experience will sub for the required education on a year-for-year basis.

**CORRECTIONAL INDUSTRIES PRODUCTION COORDINATOR—(Shelby County—
Kentucky Correctional Industries/Kentucky Correctional Institute for Women)—
Grade 12—(\$2589.26-\$3430.10) MIN. REQUIREMENTS:** High School graduate. Must have 2 years of specific trade(s) experience in welding, metalworking, woodworking, sewing machine operating, sign making, graphic arts, offset, photolithographic or screen process printing, wood furniture making, paneling, clothing manufacturing, furniture upholstering, furniture refinishing, mattress manufacturing, soap manufacturing, metal fabricating, embroidery, 2-way radio repair, or data entry work, plus one year experience in the supervision of employees in any field. Additional education in one of the above fields will substitute for 1 year of the specific trades experience on a year-for-year basis.

**CORRECTIONAL MAJOR- (Lyon County – Kentucky State Penitentiary) – Grade 13 –
(\$3,300.00 - \$3791.68) MIN REQUIREMENTS:** High school graduate. Must have four years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. At least one year of the experience must have been in a supervisory capacity in a custodial security setting. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for one year of the required non-supervisory experience. Must be twenty-one years of age

**CORRECTIONAL SERGEANT— (Boyle County – Northpoint Training Center) -Grade
10—(\$2650.00 - \$2834.88) MIN REQUIREMENTS:** High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

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CORRECTIONAL SERGEANT— (Fayette County – Blackburn Correctional Complex) - Grade 10—(\$2650.00 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

CORRECTIONS UNIT ADMINISTRATOR II—(Oldham County —Roederer Correctional Complex)—Grade 15—(\$3446.22 - \$4565.44) MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 3 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders, including 1 year of supervisory experience in a custodial setting. A master's degree in corrections, law enforcement, social work, sociology, counseling and guidance or related field will substitute for 1 year of the non-supervisory experience. Additional experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II- (Caldwell County- Probation & Parole) Grade 8— (\$1768.70 - \$2342.96) MINIMUM REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

PROBATION AND PAROLE OFFICER- (Boone County—Probation & Parole) - Grade 12 – (\$2589.26- \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Campbell County—Probation & Parole) - Grade 12 – (\$2589.26- \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Carroll County—Probation & Parole) - Grade 12 – (\$2589.26- \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Daviness County—Probation & Parole) - Grade 12 – (\$2589.26- \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Henderson County—Probation & Parole) - Grade 12 – (\$2589.26- \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (Jefferson County—Probation & Parole) - Grade 12 – (\$2589.26- \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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PROBATION AND PAROLE OFFICER- TWO POSITIONS: (Jefferson County–Probation & Parole) - Grade 12 – (\$2589.26- \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER- (McCracken County–Probation & Parole) - Grade 12 – (\$2589.26- \$3430.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

Recurring Positions:

CORRECTIONAL OFFICER- (Bell, Boyle, Elliott, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) –Grade 9-(\$2500)

MIN. REQUIREMENTS: High School or GED. Must be 21 years of age.

During the initial pre-employment interview, an applicant shall be advised, that if he has been convicted of a misdemeanor crime of domestic violence, a felony or trafficking in narcotics, dangerous drugs or controlled substances, he shall not be considered for employment with Corrections in the following positions:

1. Probation and Parole Officer;
2. Classification and Treatment Officer;
3. Correctional Officer; and
4. A position that requires the carrying of a firearm or transportation of an inmate.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To receive more information about including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information.